

	<b>SECTION:</b>	<b>ADMINISTRATION</b>	<b>ADM-153</b>
	<b>CHAPTER:</b>	<b>FORCE-FIREARMS-WEAPONS</b>	
	<b>DIRECTIVE:</b>	<b>FIREARMS – QUALIFICATION (High Risk)</b>	

**153.01 SUMMARY**

The Department authorizes sworn personnel and authorized civilians to carry and use firearms, provided that the Officer demonstrates proficiency, or qualifies, in the use of the firearm. This directive describes the procedures for firearm qualification. The purpose of the directive is to set firearm proficiency standards for Department Officers.

**153.02 DEFINITIONS**

**AUTHORIZED FIREARM** - A firearm meeting the requirements set forth in Department Directives which has been authorized by the Department for an Officer to carry either on or off duty. This may be a Department issued or personally owned firearm. Personally owned firearms must be approved as defined in Section 151.05 of this Directive. Any handgun purchased and issued by the Department will be one manufactured by Glock.

**ON-DUTY HANDGUN** - The authorized handgun the Officer carries most often in their current duty assignment. An alternate on-duty handgun may be used by Officers in unique or special assignments (i.e. Investigations, Drug Task Force) with approval of the appropriate Deputy Chief.

**OFF-DUTY HANDGUN** – An authorized handgun carried in an off-duty capacity. (Requires approval as defined in Section 151.05 of the “**FIREARMS AUTHORIZATION (ADM-151)**” Directive. Off-duty handguns are subject to Department training and qualification standards and the “**CONCEALED WEAPONS**” section as defined in Section 151.08 of the “**FIREARMS AUTHORIZATION**” (ADM-151) Directive.

**SECONDARY FIREARM** - An authorized handgun, in addition to an on-duty handgun, which may be carried in addition to an on-duty handgun. (Requires approval as defined in Section 151.05 of the “**FIREARMS AUTHORIZATION (ADM-151)**” Directive. Secondary Firearms are intended to be used in the case of an emergency such as a malfunction of an Officer’s on-duty weapon or when an Officer is disarmed.

**SHOTGUN** - A Department purchased shotgun.

**PATROL RIFLE** - A Department purchased or authorized rifle.

**RANGEMASTER** – Commander assigned oversight of the department firearms program.

**153.03 REQUIRED QUALIFICATION**

An Officer shall not carry or use a firearm unless the Officer has qualified with it. The Officer must demonstrate proficiency for each firearm (On-duty, off-duty, secondary, and assigned shotgun /Patrol Rifle for sworn personnel) he/she is authorized/assigned to use by qualifying with each firearm at least twice and preferably three times each calendar year.

**153.04 QUALIFICATION SCHEDULING AND PLANNING**

**FREQUENCY** – The Department will conduct firearms (live fire/range) qualifications at least three times per year. There shall be no less than a two month interval between each Officer's qualification.

**REQUIRED ATTENDANCE** – The Officer must attend each scheduled qualification unless the Supervisor has approved an absence.

**OFFICER ABSENCE** – If an Officer is unable to attend a scheduled qualification for any reason, including injury, illness, duty status or scheduling conflict, that Officer shall submit a memorandum explaining their absence to his/her immediate supervisor prior to the end of the required shooting period. The Department will give an Officer absent from the scheduled qualification course an opportunity to qualify as soon as possible after the scheduled qualification but no later than 30 days after the scheduled qualification. The Supervisor is responsible for coordinating the makeup session with a Firearms Instructor or the Rangemaster.

**DOCUMENTATION** – The Range Sergeant or Range Officer responsible for the scheduled qualification course will prepare a written memo detailing the qualification. A lesson plan may be required for additional training topics/events, as time permits. Approved lesson plans will be forwarded to the Training/Recruitment Sergeant. The Training/Recruitment Sergeant will maintain an electronic record of all members attending qualifications.

**153.05 QUALIFICATION STANDARDS**

**REQUIRED PROFICIENCY** – To qualify, the Officer must achieve a passing score as determined by the Rangemaster.

**TESTING GEAR** – The Officer will qualify wearing the duty gear normally worn in the duty assignment. All Officers (including Range Officers) shall wear soft body armor.

**153.06 FAILURE TO QUALIFY – HANDGUN**

**ATTEMPTS** – The Officer may attempt to qualify two times with each authorized/assigned weapon. If he/she fails to qualify in the first two attempts with a weapon, the Range Officer will immediately provide remedial training. The Officer will then be given one more attempt to qualify. If the Officer fails to qualify after this third attempt, the Officer will be subject to the following requirements:

- In the event an Officer fails to qualify with their duty firearm in a third attempt, the Officer will not be authorized to carry any firearm until the Officer qualifies with their duty firearm as outlined in this directive.
- The Range Master or Sergeant shall have the authority to remove the Officer from duty and shall immediately notify the appropriate Deputy Chief through the chain of command.
- In addition, the Range Master or Sergeant shall prepare a written memo detailing the failure to qualify by the Officer and submit it through the chain of command to the appropriate Deputy Chief. The Deputy Chief will review the circumstances that lead to the failure to qualify by the Officer and will determine the appropriate course of action. Reassignment and/or discipline up to and including termination may be imposed.
- If an Officer fails to qualify in a third attempt with a secondary or off-duty, the Officer shall not carry that handgun on or off-duty. At the next scheduled qualification, the Officer will have two initial attempts to qualify with that handgun. If the Officer fails to qualify in those two attempts, the Range Officer will immediately provide remedial training. If they fail to qualify in a third attempt after remedial training has been provided, the Officer will not be authorized to carry that firearm.
- A failure to qualify for reasons other than proficiency, including any malfunction of firearms, ammunition or otherwise, is not considered a failed attempt at qualification.

**153.07 FAILURE TO QUALIFY – ASSIGNED SHOTGUN/RIFLE**

If an Officer fails to qualify with an assigned shotgun or patrol rifle in a third attempt, the shotgun/rifle will be taken out of service. The shotgun/rifle may not be carried until the Officer qualifies with it at the next scheduled qualification where they will have two initial attempts to qualify. If they fail to qualify a third time after remedial training has been provided, the Officer shall not carry the shotgun/patrol rifle until he/she is approved by the Deputy Chief to attend Department shotgun or patrol rifle training class and they qualify with it at the completion of the class.

**153.08 QUALIFICATION  
REPORTING**

The Firearms Sergeant will review all records for any qualification, training, or remedial training. The approved records will then be forwarded to the PSU Training/Recruitment Sergeant for recording purposes.

HIGH RISK